

User Guide for Applicants (Part 2 of 2)
'My Beacon' CBX Career Beacon Applicant Tracking System

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For Support:

For technical or system support including issues with usernames, passwords, functionality and instructions, please contact Career Beacon:

e-mail: Support@careerbeacon.com

by phone: 1-(888)-878-7637 Monday - Friday (8:30am-5:00pm AST)

For all other support, including for accommodation or employment related questions, please contact Human Resources:

e-mail: careers@dal.ca

by phone: (902) 494-8886

1. Searching for Opportunities

a) Through careerbeacon.com

Click on the 'View Careers' tab (home screen).

Search for Careers using the drop down list; from the last 7 days, 14 days or 21 days; by clicking on any career category from the list; by clicking on any location available in the list; using the Text Search or by using the Advanced Search option.

Please note: not all Dalhousie vacancies are available on careerbeacon.com. You must search through www.humanresources.dal.ca (see part b).

b) Through Dalhousie University

Go to www.dal.ca, on bottom right hand corner click "Employment with Dalhousie". On Careers at Dal screen, on left hand menu bar, click "current job opportunities". A search option will appear on top.

Go to www.humanresources.dal.ca, click on "Careers" tab; click on "Current Job Opportunities" in right hand menu bar. A search option will appear on top.

2. Your Personalized MyBeacon Account

You always have access to update your profile information. **Keep the information current as this information is sent when you submit your applications.** Under the 'MyBeacon' tab, click on 'edit my profile information' or 'view my profile' if you wish to make changes to your profile. This is the

You can access your 'Saved Incomplete Applications', 'Bookmarked Jobs', 'Jobs Submitted to Employer (already applied)', 'Cover Letters', 'Resumes' and 'Notifier' by clicking on the corresponding link.

Other functions:

- 'Send to a friend'. A new window will open with your name and email address. Enter an email address and a brief message and click 'Send'.
- 'Bookmark Posting'. This saves the job posting details in Bookmarked Jobs under account overview so you can continue to peruse the CareerBeacon site.
- 'Print this Position'. A new window will open with the job title, organization name, posting details, published date and ad #. Click the 'Print' link at the top right corner.

3. Applying for a position

There are 3 ways to submit a job application (you must apply directly from a job posting and (you will need to be logged into MyBeacon)

1. From the job details, click on 'Apply Online Now'
2. From the Saved Incomplete Applications:
3. From the Incomplete Applications section, click on the link 'complete'.

Note: Applicants will be asked to complete a series of questions as part of the applicant process. These questions consist of an on-line application form and the questions are very similar to those asked from the previous system, including banner number, employment and employee group status, self-identification for the purposes of employment equity and release.

a) Apply Online Now:

When viewing the details of a job posting, click on 'Apply Online Now'.

Your profile information that you entered is sent when you submit your application. If you wish to change the information, click on the link edit my profile information.

To view the job posting, you can click on the 'Job Description' link. To return to your application, click on the Back button. You also have the option to 'Save and Submit Later' and the application is then saved under 'Saved Incomplete Applications'.

Select the cover letter and a resume you would like to attach to your application. Please note: If you would like to upload a combined cover letter and resume (in one document) please save it under Resumes.

You can also preview your resume and cover letter by clicking on the 'view' link under 'Actions' to take a look at your cover letter or resume. If the text editor was used to create your cover letter or resume, you can click on the 'Back' button to return to your application.

Please note: Your resume/cover letter will be received in its original file format submitted.

Click on Submit and your application is sent immediately. A preview of what has been sent will appear with the following message: Application successfully sent. The application is saved under 'Submitted to Employer' (already applied).

b) Save and Submit Later

You also have the option to 'Save and Submit Later' and the application is then saved under 'Saved Incomplete Applications'.

c) Saved Incomplete Applications

This section lists all the job postings you have saved, including the job title, organization name and closing date. If the Closing Date appears you can still submit your application. If the Competition is closed the text will be in red and you will not be able to submit your application. The system will also advise if you have already applied for that position.

If you wish to work on your application, click on the link 'complete'. The position title and the hiring organization appear in the section: Position I'm applying for.

Delete a saved incomplete application

You can delete a saved incomplete application by clicking on 'delete' under 'Actions'.

Other functions:

- 'Submitted to Employer' – this section consists of your submitted applications.
- My Job Applications - click on 'My Job Applications' in the sub-menu to find a list of all your bookmarked, incomplete and already applied job applications.

4) Resumes and Cover letters

Click on 'add a resume' in the sub-menu or click on 'create a new resume' next to the title Resumes. The default option allows you to upload an existing document.

Choose a title for your resume. Since you can create and save many resumes, choose a proper name that will be easy to manage. These titles will be only visible to you; employers will see your original file name only. *Please note: your resume will only be made available to employers where you have submitted your application.*

Click on the 'Browse' button to locate and select the desired resume that you want to upload. Click on the 'Save' button.

You can choose to upload an existing resume that is up to 500KB in file size. The supported file types are: Plain text (.txt), Microsoft Word (.doc), Rich Text (.rtf), OpenDocument Text (.odt), WordPerfect (.wpd), Microsoft Word 2007 (.docx) or StarOffice (.sxw)

Please note: PDF files are not accepted. You cannot upload a .docm file. (You can save your .docm file as a .doc and upload your file in MyBeacon. When saving your file, choose 'Save As', and choose Word 97-2003 format. This saves your Word 2007 document as a .doc file. Follow the steps to upload your file in MyBeacon).

Edit, View or Delete Resumes

If you want to 'replace the document' that was uploaded, click on the browse button to locate and select the desired document. Click on the button 'Save' and the system will replace the document. You will then be returned to your list of Resumes.

You can make changes with the text editor; using the formatting options in the toolbar. After the modifications have been made, click on the 'Save' button and you will be returned to your list of Resumes.

Click on the 'Cancel' button if you do not wish to do make any changes and you will be returned to your list of Resumes.

Click on the 'view' link to take a look at your resume. Please note: The employer will receive or view your resume in its original file format submitted. If the text editor was used to create your resume, you can click on 'Back' to return to your list of resumes.

Please note: If you submitted a job application to an employer and decided to delete your r resume afterwards, the employer will still have a copy of the resume you removed.

Cover letters

Click on 'add a cover letter' in the sub-menu or click on 'create a new cover letter' next to the title Cover Letters. The default option allows you to Upload an existing document.

Choose a title for your cover letter. Since you can create and save many cover letters, choose a proper name that will be easy to manage. These titles will be only visible to you; employers will see your original file name only. Click on the 'Browse' button to locate and select the desired cover letter that you want to upload.

Please note: your cover letter will only be made available to employers where you have submitted your application.

You can choose to upload an existing cover letter that is up to 500KB in file size. The supported file types are: Plain text (.txt), Microsoft Word (.doc), Rich Text (.rtf), OpenDocument Text (.odt), WordPerfect (.wpd), Microsoft Word 2007 (.docx) or StarOffice (.sxw)

Please note: PDF files are not accepted. You cannot upload a .docm file. (You can save your .docm file as a .doc and upload your file in MyBeacon. When saving your file, choose 'Save As', and choose Word 97-2003 format. This saves your Word 2007 document as a .doc file. Follow the steps to upload your file in MyBeacon.

Edit, View or Delete Cover Letters

Click on the 'edit' link to make modifications on your cover letter. In this screen, you can change the title of the document. If you want to replace the document that was uploaded, click on the browse button to locate and select the desired document. Click on the 'Save' button and the system will replace the document. You will then be returned to your list of cover letters.

You can make changes with the text editor using the formatting options in the toolbar. After the modifications have been made, click on the 'Save' button and you will be returned to your list of cover letters.

Click on the 'view' link to take a look at your cover letter. If the text editor was used to create your cover letter, you can click on 'Back' to return to your list of cover letters.

Please note: The employer will receive or view your cover letter in its original file format submitted.

You can delete a cover letter by clicking on the 'delete link'; you will be prompted with a message to confirm deletion. The cover letter will be removed from your list.

Please note: If you submitted a job application to an employer and decided to delete your cover letter afterwards, the employer will still have a copy of the cover letter you removed.

4) Notifier

Notifier is an email notification sent to you every day. It contains a list of new career opportunity titles matching your preferences and a direct link to the details for each posting.

a) Setup Notifier

You can set up and manage your Notifier preferences by clicking on the 'notifier' link in the sub-menu bar or on the 'edit my preferences' link next to the Notifier title (under the resume section).

Use the checkbox to enable the Notifier service and choose the categories for which you would like to be notified. Email notifications are sent once a day with links to job opportunities that match your selections from the category list. This option can also be unchecked to disable the Notifier service and you will no longer receive job postings via email but your preferences will be saved for future use. Note: When you check/uncheck the checkbox your changes are saved automatically.

To unsubscribe, login to MyBeacon, click on the MyBeacon tab and uncheck the checkbox (remove checkmark) to disable the email notifications under the Notifier section. You will no longer receive job postings via email but your preferences will be saved for future use. Note: When you check/uncheck the checkbox your changes are saved automatically

5) To delete your account with CareerBeacon

To remove your MyBeacon account, send an email request to: support@careerbeacon.com and specify that you want to remove your MyBeacon account. A CareerBeacon representative will delete your Account and send an email to confirm deletion. At a later time if you would like to use MyBeacon again, you can create a new account.